



# CITY OF ATLANTA

## Job Announcement

### HOUSING DEVELOPMENT COORDINATOR

**STARTING SALARY: \$42,189**

*Salary May Be Negotiated Above the Entry Level*  
**Salary Grade 20**

**Applications Accepted From January 30, 2006 until February 10, 2006**

#### **Minimum Job Requirements**

Persons applying must have a bachelor's degree in Urban Planning, Business Administration, Public Administration, or related field, and three years of responsible experience in housing development which includes program development, loan underwriting and processing; financial or statistical analysis, or project management or a related field. Equivalent combinations of training and experience will be determined under prescribed guidelines.

***Supervisory experience required.***

#### **Duties of the Job:**

This employee plans, coordinates and directs activities related to specific housing developments and neighborhood revitalization programs. Duties include, but are not limited to: identifying funding sources for neighborhood revitalization projects implemented by the City and property owners; performing loan and project analyses to determine financial feasibility and eligibility of individuals and organizations for governmental grants and loans for home/business repairs improvements, or new construction; providing technical assistance in the areas of real estate, housing development and loan packaging; preparing and processing applications for loans and grants. Employee assists in conducting closings; coordinating and monitoring billing and collection of loan payments; disseminating loan program and financial resource information; and gathering property information for historical and environmental reviews. Oversees and participates in the collection of data pertaining to population, and housing characteristics, land use, land and building evaluations; prepares reports and other documents required by local, state and federal guidelines; plans, coordinates and presents training programs to housing groups; supervises assigned staff and, performs related work as required.

#### **To Apply For This Job**

Applications will be accepted weekdays during the hours 8:30 a.m. - 4:30 p.m., Monday through Friday

Apply at: Department of Human Resources, 68 Mitchell Street S.W., Suite 2120 Atlanta, GA 30303

Phone: (404) 330-6369 [www.atlantaga.gov](http://www.atlantaga.gov) FAX: (404) 658-6157

#### **Affirmative Action/Equal Opportunity Employer**

The City of Atlanta is an Equal Opportunity Employer and does not discriminate on the basis of Race, Sex, Age, National Origin, Religion, Sexual Orientation or Physical/Mental Disability (Except where physical requirements constitute a bona fide occupational qualification.)

**The hiring authority will contact only those applicants they deem most appropriate for the position. Letters will not be mailed to individual applicants.**

**The Examination For This Job Will Consist Of An Evaluation of Applicant Training And Experience.**

**\*Verification required prior to appointment.**